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CONCORDIA PARISH SCHOOL BOARD VIDALIA, LOUISIANA

JUNE 30, 2002

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 6-22-03

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

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**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

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PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

Concordia Parish School Board
Vidalia, Louisiana

We have audited the accompanying general purpose financial statements of the Concordia Parish School Board, as of and for the year ended June 30, 2002, as listed in the table of contents. These general purpose financial statements are the responsibility of the Concordia Parish School Board's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Concordia Parish School Board, as of June 30, 2002, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 10, 2002, on our consideration of the Concordia Parish School Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

As discussed in Note 1 to the financial statements, the Concordia Parish School Board changed its method of accounting for sales tax revenue as required by the provisions of Statement 33, *Accounting and Financial Reporting for Nonexchange Transactions*, of the Governmental Accounting Standards Board.

MARVIN A. JONEAU, C.P.A.
H. FRED RANDOW, C.P.A.
ERNEST F. SASSER, C.P.A.

ROBERT L. LITTON, C.P.A.
ROBERT W. DVORAK, C.P.A.
REBECCA D. MORRIS, C.P.A.

MICHAEL A. JONEAU, C.P.A.
JAMES M. BALLARD, C.P.A.
L. PAUL HODD, C.P.A.



1419 METRO DRIVE • P.O. BOX 13200 • ALEXANDRIA, LA 71315-3200

PH: (318) 443-1893 • FAX: (318) 443-2515 • WWW.PMHCPA.COM



PAYNE, MOORE & HERRINGTON, LLP

Concordia Parish School Board
Vidalia, Louisiana

Our audit was performed for the purpose of forming an opinion on the general purpose financial statements of the Concordia Parish School Board, taken as a whole. The combining and individual fund financial statements and schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Concordia Parish School Board. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is also not a required part of the general purpose financial statements of the Concordia Parish School Board. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the general purpose financial statements taken as a whole.

Payne Moore & Herrington LLP
Certified Public Accountants

December 10, 2002

GENERAL PURPOSE FINANCIAL STATEMENTS

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2002

EXHIBIT A
(Continued)

	Governmental Fund Types				Fiduciary	Account Groups			Total (Memorandum Only)
					Fund Type				
	General	Special Revenue	Debt Service	Capital Projects	Agency	General Fixed Assets	General Long-term Obligations		
ASSETS AND OTHER DEBITS									
ASSETS									
Cash and cash equivalents	\$ 7,001,320	\$ 2,438,893	\$ 59,307	\$ 633,557	\$ 325,175	\$		\$	10,458,252
Receivables	1,010,482	839,831							1,850,313
Due from other funds	238,749	76,540							315,289
Inventory		20,106							20,106
Land, buildings, equipment, and improvements						22,218,412			22,218,412
OTHER DEBITS									
Amount available in debt service fund							59,307		59,307
Amount to be provided for retirement of general long-term obligations							2,471,240		2,471,240
TOTAL ASSETS AND OTHER DEBITS	\$ 8,250,551	\$ 3,375,370	\$ 59,307	\$ 633,557	\$ 325,175	\$ 22,218,412	\$ 2,530,547	\$	\$ 37,392,919

The accompanying notes are an integral part of the financial statements.

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
COMBINED BALANCE SHEET
ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2002

EXHIBIT A
(Concluded)

	Governmental Fund Types				Fiduciary Fund Type	Account Groups		Total (Memorandum Only)
	General	Special Revenue	Debt Service	Capital Projects	Agency	General Fixed Assets	General Long-term Obligations	
LIABILITIES, EQUITY, AND OTHER CREDITS								
LIABILITIES								
Accounts payable	\$ 137,891	\$ 194,257	\$	\$	\$ 23,160	\$	\$	\$ 355,308
Salaries payable	2,137,808	456,908						2,594,716
Payroll withholdings payable	57,757							57,757
Due to other funds	29,761	285,528						315,289
Deposits due others					302,015			302,015
General obligations payable							1,578,182	1,578,182
Compensated absences payable							952,365	952,365
Total Liabilities	2,363,217	936,693	-	-	325,175	-	2,530,547	6,155,632
EQUITY AND OTHER CREDITS								
Investment in general fixed assets						22,218,412		22,218,412
Fund balances:								
Reserved		20,106	59,307					79,413
Unreserved - undesignated	5,887,334	2,418,571		633,557	-			8,939,462
Total Equity and Other Credits	5,887,334	2,438,677	59,307	633,557	-	22,218,412	-	31,237,287
<u>TOTAL LIABILITIES, EQUITY, AND OTHER CREDITS</u>								
	\$ 8,250,551	\$ 3,375,370	\$ 59,307	\$ 633,557	\$ 325,175	\$ 22,218,412	\$ 2,530,547	\$ 37,392,919

The accompanying notes are an integral part of the financial statements.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
ALL GOVERNMENTAL FUND TYPES
YEAR ENDED JUNE 30, 2002**

EXHIBIT B

	Governmental Fund Types				
	General	Special Revenue	Debt Service	Capital Projects	Total (Memorandum Only)
REVENUES					
Local sources					
Taxes - Ad valorem	\$4,075,578	\$	\$	\$	\$ 4,075,578
Taxes - Sales and use		3,103,331			3,103,331
Tuition	26,720				26,720
Food services		192,943			192,943
Earnings on investments	157,936	44,179	4,970	14,418	221,503
Other revenue from local sources	378,727	434,423			813,150
State sources					
Unrestricted grants-in-aid	14,423,771	160,000			14,583,771
Restricted grants-in-aid	724,907				724,907
Revenue in lieu of taxes	140,696				140,696
Federal sources					
Unrestricted grants-in-aid		141,179			141,179
Restricted grants-in-aid	854,257	4,951,074			5,805,331
Total Revenues	20,782,592	9,027,129	4,970	14,418	29,829,109
EXPENDITURES					
Current - Education					
Instruction					
Regular programs	10,198,031	695,526			10,893,557
Special education programs	2,118,094				2,118,094
Special programs	147,020				147,020
Adult and continuing education programs	187,625	102,618			290,243
Vocational programs	708,462				708,462
Other instructional programs	830,673	1,570,294			2,400,967
Support services					
Pupil support services	803,639	378,912			1,182,551
Instructional staff support	676,147	811,220			1,487,367
General administration	392,751	359,976			752,727
School administration	1,334,225				1,334,225
Business services	302,990	16,189			319,179
Operations and maintenance of plant services	1,184,952	889,392			2,074,344
Student transportation services	1,029,098	9,555			1,038,653
Central services	327,446				327,446
Operation of non-instructional services					
Food services	1,749	1,723,616			1,725,365
Community service	7,029	39,371			46,400
Debt service - Interest and principal			523,818		523,818
Capital outlay - Facilities acquisition and construction	541,166	31,616		1,739,318	2,312,100
Total Expenditures	20,791,097	6,628,285	523,818	1,739,318	29,682,518
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(8,505)	2,398,844	(518,848)	(1,724,900)	146,591
OTHER FINANCING SOURCES (USES)					
Proceeds of notes payable				650,000	650,000
Operating transfers in	1,886,759	2,022,068	577,863	521,281	5,007,971
Operating transfers out	(1,192,052)	(3,815,919)			(5,007,971)
Total Other Financing Sources (Uses)	694,707	(1,793,851)	577,863	1,171,281	650,000
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	686,202	604,993	59,015	(553,619)	796,591
FUND BALANCES, BEGINNING OF YEAR					
As previously reported	5,201,132	1,625,020	292	1,187,176	8,013,620
Prior period adjustment - Change in accounting principles		208,664			208,664
As restated	5,201,132	1,833,684	292	1,187,176	8,222,284
FUND BALANCES, END OF YEAR	<u>\$5,887,334</u>	<u>\$2,438,677</u>	<u>\$ 59,307</u>	<u>\$ 633,557</u>	<u>\$ 9,018,875</u>

The accompanying notes are an integral part of the financial statements.

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
GENERAL, SPECIAL REVENUE, AND DEBT SERVICE FUNDS
YEAR ENDED JUNE 30, 2002

	General Fund		
	Budget	Actual	Variance Favorable (Unfavorable)
REVENUES			
Local sources			
Taxes - Ad valorem	\$ 4,909,304	\$ 4,075,578	\$ (833,726)
Taxes - Sales and use			
Tuition	14,500	26,720	12,220
Food services			
Earnings on investments	135,000	157,936	22,936
Other revenue from local sources	214,000	378,727	164,727
State sources			
Unrestricted grants-in-aid	14,035,848	14,423,771	387,923
Restricted grants-in-aid	495,531	724,907	229,376
Revenue in lieu of taxes	140,696	140,696	
Federal sources			
Unrestricted grants-in-aid			
Restricted grants-in-aid	725,398	854,257	128,859
Total Revenues	<u>20,670,277</u>	<u>20,782,592</u>	<u>112,315</u>
EXPENDITURES			
Current - Education			
Instruction			
Regular programs	10,813,351	10,198,031	615,320
Special education programs	2,036,543	2,118,094	(81,551)
Special programs	235,595	147,020	88,575
Adult and continuing education programs	220,955	187,625	33,330
Vocational programs	417,579	708,462	(290,883)
Other instructional programs	609,296	830,673	(221,377)
Support services			
Pupil support services	847,499	803,639	43,860
Instructional staff support	686,017	676,147	9,870
General administration	414,858	392,751	22,107
School administration	1,268,862	1,334,225	(65,363)
Business services	272,760	302,990	(30,230)
Operations and maintenance of plant services	1,154,274	1,184,952	(30,678)
Student transportation services	1,031,023	1,029,098	1,925
Central services	353,731	327,446	26,285
Operation of non-instructional services			
Food services	52,665	1,749	50,916
Community service programs	10,432	7,029	3,403
Debt service - Interest and principal			
Capital outlay - Facilities acquisition and construction	476,735	541,166	(64,431)
Total Expenditures	<u>20,902,175</u>	<u>20,791,097</u>	<u>111,078</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(231,898)	(8,505)	223,393
OTHER FINANCING SOURCES (USES)			
Sale of assets			
Operating transfers in	1,823,500	1,886,759	63,259
Operating transfers out	(1,400,000)	(1,192,052)	207,948
Total Other Financing Sources (Uses)	<u>423,500</u>	<u>694,707</u>	<u>271,207</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	191,602	686,202	494,600
FUND BALANCES, BEGINNING OF YEAR			
As previously reported	5,201,132	5,201,132	-
Prior period adjustment - Change in accounting principles			
As restated	<u>5,201,132</u>	<u>5,201,132</u>	<u>-</u>
FUND BALANCES, END OF YEAR	<u>\$ 5,392,734</u>	<u>\$ 5,887,334</u>	<u>\$ 494,600</u>

The accompanying notes are an integral part of the financial statements.

EXHIBIT C

Special Revenue Funds			Debt Service Funds		
Budget	Actual	Variance Favorable (Unfavorable)	Budget	Actual	Variance Favorable (Unfavorable)
\$	\$	\$	\$	\$	\$
3,026,904	3,103,331	76,427			
190,400	192,943	2,543			
40,050	44,179	4,129	4,957	4,970	13
403,000	434,423	31,423			
160,000	160,000	-			
159,409	141,179	(18,230)			
5,413,565	4,951,074	(462,491)			
9,393,328	9,027,129	(366,199)	4,957	4,970	13
844,916	695,526	149,390			
124,271	102,618	21,653			
1,761,058	1,570,294	190,764			
474,152	378,912	95,240			
886,903	811,220	75,683			
395,941	359,976	35,965			
16,500	16,189	311			
1,008,328	889,392	118,936			
9,435	9,555	(120)			
1,776,719	1,723,616	53,103			
38,561	39,371	(810)	523,818	523,818	-
50,000	31,616	18,384			
7,386,784	6,628,285	758,499	523,818	523,818	-
2,006,544	2,398,844	392,300	(518,861)	(518,848)	13
500		(500)			
1,909,000	2,022,068	113,068	577,863	577,863	-
(3,771,511)	(3,815,919)	(44,408)			
(1,862,011)	(1,793,851)	68,160	577,863	577,863	-
144,533	604,993	460,460	59,002	59,015	13
1,625,018	1,625,020	2	292	292	-
	208,664	208,664			
1,625,018	1,833,684	208,666	292	292	-
\$ 1,769,551	\$ 2,438,677	\$ 669,126	\$ 59,294	\$ 59,307	\$ 13

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

1. REPORTING ENTITY AND SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

The Concordia Parish School Board was created by Louisiana Revised Statute (LSA-R.S.) 17:51 to provide public education for the children within Concordia Parish. The School Board is authorized by LSA-R.S. 17:81 to establish policies and regulations for its own government consistent with the laws of the State of Louisiana and the regulations of the Louisiana Board of Elementary and Secondary Education. The School Board is comprised of nine members who are elected from five voting wards for terms of four years. Two members, each, are elected from wards 1, 3, 4 and 5, and one member is elected from ward 2.

The School Board operated 10 schools within the parish and had a total enrollment of 3,769 for the year ended June 30, 2002, based on the October 2001, official MFP student count. In conjunction with the regular educational programs, some of these schools offer special education and/or adult education programs. In addition, the School Board provides transportation and school food services for the students.

The financial statements of the Concordia Parish School Board have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (Statements and Interpretations) constitutes GAAP for governmental units.

In defining the Concordia Parish School Board's reporting entity for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in generally accepted accounting principles. The basic criteria for including a potential component unit within the reporting entity is whether the primary government is financially accountable for the potential component unit. A primary government is financially accountable if it appoints a voting majority of the organization's governing body and either (1) is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. The primary government may also be financially accountable if an organization is fiscally dependent on the primary government regardless of whether the organization has a separately elected governing body, a governing board appointed by a higher level of government, or a jointly appointed board. An entity is fiscally dependent if it does not have the authority to do all of the following procedures.

1. Determine its budget without another government having the authority to approve and modify that budget.
2. Levy taxes or set rates or charges without approval from another government.
3. Issue bond debt without approval from another government.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

This report includes all funds and account groups which meet the above criteria. No potential component units were excluded or included in the accompanying financial statements.

The more significant of Concordia Parish School Board's accounting policies are described below.

Fund Accounting

The School Board uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises assets, liabilities, fund equity, revenues, and expenditures or expense, as appropriate. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term obligations) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The School Board's current operations require the use of the governmental and fiduciary fund categories. The funds types used by the School Board are described as follows:

Governmental Funds:

General Fund

The General Fund is the general operating fund of the School Board. It accounts for all financial resources, except those required to be accounted for in other funds.

Special Revenue Funds

The special revenue funds account for the proceeds of specific revenue sources, such as state and federal grants, which are legally restricted to expenditures for specified purposes.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

Debt Service Fund

The debt service fund is used to accumulate and account for resources for payment of principal and interest on certificates of indebtedness and notes payable as they mature.

Capital Projects Fund

The capital projects fund is used to account for the construction of major capital facilities.

Fiduciary Funds – Agency Funds

Agency funds account for assets held in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurements of results of operations.

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental fund types and the fiduciary fund types agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The School Board uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Ad valorem taxes are recorded in the year the taxes are due and payable. Ad valorem taxes are assessed on a calendar year basis and attach as an enforceable lien and become due and payable on the date the tax rolls are filed with the recorder of mortgages. Louisiana Revised Statute 47:1993 requires that the tax roll be filed on or before November 15 of each year. Ad valorem taxes become delinquent if not paid by December 31. The taxes are normally collected in December, January, and February of the current year.

State revenue sharing, which is based on population and homesteads in the parish, is recorded as revenue in lieu of taxes in the year received which coincides with the recognition of the related ad valorem taxes discussed above.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

State equalization entitlement funds are recognized as unrestricted grants-in-aid when the School Board is entitled to them.

Sales taxes are recognized in the period when the underlying exchange transaction has occurred and the resources are available, except for taxes collected by the Louisiana Department of Public Safety and Corrections, which are recognized in the year received by the state.

Federal and state grants and reimbursements are recorded when the School Board is entitled to the funds.

Revenue from services provided to other local governments are recorded as other revenues from local sources when the School Board is entitled to the funds.

Interest earnings on time deposits are recognized as revenue when the time deposits have matured and the interest is available.

Substantially all other revenues are recognized when received by the School Board.

Based on the above criteria, sales taxes, federal and state grants, and certain revenues from local sources have been treated as susceptible to accrual.

Expenditures

Salaries are recorded as expenditures when earned by employees. Teachers' salaries are earned over a nine month period but may be paid over a twelve month period.

Purchases of various operating supplies, etc. are recorded as expenditures when the related fund liability is incurred.

Compensated absences are recognized as expenditures when leave is actually taken or when employees, or their heirs, are paid for accrued leave upon retirement or death. The cost of leave privileges not requiring current available resources is recognized in the general long-term obligations account group.

Commitments under construction contracts are recognized when earned by the contractor.

Principal and interest on general long-term debt and installment purchase payments are recognized when due.

Other Financing Sources (Uses)

Transfers between funds that are not expected to be repaid, proceeds from indebtedness, the sale of fixed assets, and proceeds for insurance are accounted for as other financing sources (uses). These other financing sources (uses) are recognized at the time the underlying events occur.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

Budget and Budgetary Accounting

Preliminary budgets for the ensuing years are prepared by the business manager and made available for public inspection and comments from the taxpayers at the School Board office during August. At a board meeting in September, a public hearing is held and the proposed budgets are legally adopted by the School Board. The budgets, which include proposed expenditures and the means of financing them, are published in the official journal at least 15 days prior to the public hearings.

The School Board adopted budgets for the General Fund, all special revenue funds, and the debt service fund. Budgets are prepared on the modified accrual basis of accounting. All appropriations lapse at year end and must be reappropriated during the following year to be expended. Formal budget integration (within the accounting records) is employed as a management control device. The superintendent of schools is authorized to transfer amounts between line items within any fund. However when actual revenues within a fund fail to meet budgeted revenues by five per cent or more and/or actual expenditures within a fund exceed budgeted expenditures by five per cent or more, a budget amendment is adopted by the School Board in an open meeting. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

Encumbrances

Encumbrance accounting is not employed; however, outstanding purchase orders are taken into consideration before expenditures are incurred in order to assure that applicable appropriations are not exceeded.

Cash and Cash Equivalents

Cash and Cash Equivalents include amounts in demand deposits, interest-bearing demand deposits, and time deposits with an original maturity of three months or less from the date of acquisition.

Short-Term – Interfund Receivables/Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet. Short-term interfund loans, if any, are classified as "interfund receivable" or "interfund payable" on the balance sheet.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

Inventory

Inventory of the School Lunch Special Revenue Fund consists of foods purchased by the School Board and commodities granted by the United States Department of Agriculture (USDA) through the Louisiana Department of Agriculture and Forestry. Commodities are recorded as revenues, based on value information from the USDA, when received. All purchased inventory items are valued at actual cost. Inventory is recorded as expenditures when consumed, using a first-in, first-out basis. Inventory on hand at year-end is reported as a reserve of fund balance to indicate that it is not a part of expendable available financial resources.

Land, Buildings, Equipment, and Improvements

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures (capital outlay) in the governmental funds and the related assets are reported in the general fixed assets account group. All purchased fixed assets are valued at cost where historical records are available and at estimated cost where no historical records are available. The majority of fixed assets are valued at actual cost, with the balance valued at estimated cost based on the actual cost of like items. A breakdown of the asset valuation between actual and estimated cost is not available. Donated fixed assets are valued at their fair market value on the date received.

The costs of normal maintenance and repairs that do not add to the value of fixed assets or materially extend their useful lives are not capitalized but are only recognized as a normal expenditure of the governmental funds. Public domain or infrastructure general fixed assets consisting of sidewalks, parking lots, etc. are not capitalized, as these assets are immovable and of value only to the School Board. No depreciation is recognized on general fixed assets of the School Board.

Compensated Absences

All twelve month employees earn from 10 to 15 days of vacation leave each year, depending upon length of service with the School Board. Vacation leave can be accumulated with no maximum. Upon separation from service, all unused vacation leave is paid to the employee.

All School Board employees earn 10 days of sick leave each year that can be accumulated without limitation. Upon retirement or death, employees or their heirs are paid for up to 25 days of accumulated sick leave at the employee's current rate of pay. Under the Louisiana Teachers Retirement System, all accumulated sick leave, including the 25 days paid to the teacher, is used in the retirement benefit computation as earned service. Under the Louisiana School Employees Retirement System, all accumulated sick leave, excluding the 25 days paid to the employee, is used in the retirement benefit computation as earned service.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

Sabbatical leave may be granted for professional and cultural improvement and for medical reasons. Any employee with a teaching certificate is entitled, subject to approval by the School Board, to one semester of sabbatical leave after three years of continuous service or two semesters of sabbatical leave after six or more years of continuous service. Professional and cultural improvement sabbaticals are restricted in nature as a condition of the leave and, therefore, are considered only a change in the types of services being rendered and not subject to accrual. Medical sabbaticals require the use of virtually all sick leave before a sabbatical can be taken and are not material. Sabbatical leave benefits are recorded as expenditures in the period paid.

The cost of leave privilege, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the governmental funds when leave is actually taken or when employees or their heirs are paid for accrued leave upon retirement or death. The cost of leave privileges not requiring current resources is recorded in the General Long-Term Debt Account Group.

At June 30, 2002, employees of the School Board have accumulated and vested \$952,365 in employee leave benefits, computed in accordance with GASB Codification Section C60. The liability is recorded within the General Long-Term Debt Account Group.

Interfund Transactions

Quasi-external transactions are accounted for as revenues or expenditures. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

Sales Tax

On April 1, 1978, the voters of Concordia Parish approved the assessment of a one per cent sales tax. Eighty per cent of the proceeds of the tax is dedicated to the payment of salaries and related benefits of teachers and other School Board employees. The remaining twenty per cent of the proceeds is dedicated to purchase and improve school lands, buildings, and equipment and to provide educational and instructional supplies. This tax is collected by the School Board and has no expiration date. During the year ended June 30, 1994, the voters of the parish approved an additional one per cent sales tax. Sixty per cent of the proceeds of the tax is dedicated to repairs and upkeep of buildings, plant services, and instructional materials and supplies. The remaining forty per cent of the proceeds is dedicated to salaries and related benefits of teachers and other School Board employees. This tax is collected by the School Board and was renewed by voter approval in November, 1999.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

Total Columns on Combined Statements

Total columns on the combined statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Change in Accounting Principle

For the year ended June 30, 2002, the School Board changed its recognition of sales tax revenue in order to comply with Statement No. 33, *Accounting and Financial Reporting for Nonexchange Transactions*, of the Governmental Accounting Standards Board. This Statement requires the Board to recognize sales tax revenues in the period when the underlying exchange transaction has occurred and the resources are available. The cumulative effect of applying this Statement is reported as a restatement of beginning fund balance of the Special Revenue Funds in the accompanying financial statements.

2. EXPENDITURES – ACTUAL AND BUDGET

The following individual funds had actual expenditures over budgeted expenditures for the year ended June 30, 2002:

<u>Fund</u>	<u>Unfavorable Variance</u>
Sales Tax 20%	\$ 2,571
Title I	7,976

3. LEVIED TAXES

The following is a summary of authorized and levied ad valorem tax millage for the year ended June 30, 2002:

	<u>Authorized</u>	<u>Levied</u>	<u>Expiration Date</u>
Parishwide taxes:			
Constitutional	3.08	3.08	Indefinite
Construction, maintenance, and operation	24.43	24.43	2012
Construction, maintenance, and operation	13.00	13.00	2004

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

The authorized millages are based on the reassessment of tax rolls required by Article 7, Section 23 of the Louisiana Constitution of 1974.

The Sheriff of Concordia Parish, as provided by state law, is the official tax collector of general property taxes levied by the Concordia Parish School Board. The 2001 property tax calendar was as follows:

Millage rates adopted	September, 2001
Levy Date	October, 2001
Tax bills mailed	November 15, 2001
Due Date	December 31, 2001
Delinquent Date	January 1, 2002

4. CASH AND CASH EQUIVALENTS

Under state law, the School Board may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana. At June 30, 2002, the School Board has cash and cash equivalents (book balances) as follows:

Demand deposits	\$ 10,347,628
Petty cash	175
Time deposits	<u>110,449</u>
	\$ 10,458,252

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Cash and cash equivalents (bank balances) at June 30, 2002, are secured as follows:

Bank balances	\$ 11,288,156
Federal deposit insurance	\$ 200,000
Pledge securities (uncollateralized)	<u>13,860,881</u>
	\$ 14,060,881

Because the pledged securities are held by a custodial bank in the name of the fiscal agent bank rather than in the name of the School Board, they are considered uncollateralized (Category 3) under the provisions of GASB Codification C20.106. However, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days if notified by the School Board that the fiscal agent bank has failed to pay deposited funds upon demand.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

5. RECEIVABLES

The receivables of \$1,850,313 at June 30, 2002, are as follows:

<u>Class of receivable</u>	<u>General Fund</u>	<u>Special Revenue Funds</u>	<u>Total</u>
Ad valorem taxes	\$ 22,628	\$	\$ 22,628
Sales taxes		269,908	269,908
Grants:			
Federal		504,895	504,895
State	961,220		961,220
Other	26,634	65,028	91,662
	<u>\$ 1,010,482</u>	<u>\$ 839,831</u>	<u>\$ 1,850,313</u>

6. DUE FROM/TO OTHER FUNDS

Individual balances due from/to other funds at June 30, 2002, are as follows:

<u>Receivable Fund</u>	<u>Payable Fund</u>	<u>Amount</u>
General Fund	Comprehensive School Reform	\$ 1
General Fund	Sales Tax Fund	191,383
General Fund	Adult Education	23,491
General Fund	Title I Grant	12,760
General Fund	Title II Grant	664
General Fund	Title IV Grant	916
General Fund	Technology Challenge Grant	4,867
General Fund	Title VI Grant	1
General Fund	Reading Excellence Act Grant	4,456
General Fund	School Lunch Fund	210
School Lunch Fund	General Fund	25,531
School Lunch Fund	Sales Tax 80% Fund	12,307
School Lunch Fund	Summer Food Program	610
Reading Excellence Act Grant	General Fund	754
Sales Tax 60% Fund	General Fund	1,146
Sales Tax 80% Fund	General Fund	2,281
Sales Tax 20% Fund	General Fund	50
Sales Tax 20% Fund	Sales Tax 80% Fund	7,187
Sales Tax 60% Fund	Sales Tax 40% Fund	13,262
Sales Tax 80% Fund	Sales Tax 40% Fund	13,412
		<u>\$ 315,289</u>

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

7. GENERAL FIXED ASSETS

The following schedule presents changes in general fixed assets for the year ended June 30, 2002:

	Balance at July 1, 2001	Additions	Deletions	Balance at June 30, 2002
Land	\$ 442,384	\$	\$	\$ 442,384
Buildings and improvements	14,101,155	2,210,108		16,311,263
Construction in progress	215,748	21,788	(215,748)	21,788
Furniture and equipment	8,063,106	279,387	(2,899,516)	5,442,977
	<u>\$22,822,393</u>	<u>\$ 2,511,283</u>	<u>\$ (3,115,264)</u>	<u>\$22,218,412</u>

The School Board has entered into contracts for building improvements at various locations. A summary of this project is presented below:

	Project Authorization	Expended to Date	Commitment	Required Further Financing
Building improvements	\$ 816,587	\$ 21,788	\$ 794,799	None

8. CHANGES IN AGENCY DEPOSITS DUE OTHERS

A summary of changes in the agency fund deposits due others follows:

	Sales Tax	School Activity	Total
Balance at July 1, 2001	\$ -	\$ 316,873	\$ 316,873
Additions	20,870,697	791,968	21,662,665
Reductions	(20,870,697)	(806,826)	(21,677,523)
Balance at June 30, 2002	\$ -	\$ 302,015	\$ 302,015

9. CHANGES IN GENERAL LONG-TERM OBLIGATIONS

General Obligation Debts

General obligation liabilities are direct obligations and pledge full faith and credit of the School Board. The Board has incurred the certificate of indebtedness liabilities to provide funds for the construction of additional classrooms at three separate locations. During a prior year, voters of the parish approved additional ad valorem tax millage of 13 mills for a period of five years beginning with assessment year 2000. Initial proceeds of the ad valorem taxes are dedicated to the repayment of the principal and interest on said obligation, with the remaining funds available for operations, maintenance, etc. as provided for the in referendum.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

During the current year the Board borrowed funds in the amount of \$650,000 and executed a promissory note to the order of the Louisiana Local Government Environmental Facilities and Community Development Authority. The note is payable in fifty-five equal quarterly installments with no (0%) interest thereon. Excess General Fund revenues are dedicated for debt service of this obligation.

In addition, the Board's obligation relative to the liability for compensated absences is also reported as a general obligation debt.

A summary of changes in the general long-term obligations follows:

	<u>Notes Payable</u>	<u>Certificates of Indebtedness</u>	<u>Compensated Absences</u>	<u>Total</u>
Long-term obligations at July 1, 2001	\$ -0-	\$ 1,375,000	\$ 984,342	\$ 2,359,342
Additions	650,000	-0-	27,200	677,200
Reductions	<u>(11,818)</u>	<u>(435,000)</u>	<u>(59,177)</u>	<u>(505,995)</u>
Long-term obligations at June 30, 2002	\$ 638,182	\$ 940,000	\$ 952,365	\$ 2,530,547

The annual requirement to amortize outstanding long-term debt other than compensated absences, including interest of \$ 100,800, is as follows:

Year ended June 30, 2003	\$ 434,913
Year ended June 30, 2004	431,153
Year ended June 30, 2005	316,553
Year ended June 30, 2006	47,273
Year ended June 30, 2007	47,273
Thereafter	<u>401,817</u>
	\$ 1,678,982

The amount of interest incurred during the current period relative to the certificates of indebtedness outstanding was \$ 77,000.

10. RETIREMENT SYSTEMS

Substantially all employees of the School Board are members of two statewide retirement systems. In general, professional employees (such as teachers and principals) and lunchroom workers are members of the Teachers' Retirement System of Louisiana; other employees such as custodial personnel and bus drivers, are members of the Louisiana School Employees' Retirement System. These systems are cost-sharing, multiple-employer defined benefit pension plans administered by separate boards of trustees. Pertinent information relative to each plan follows:

Teacher's Retirement System of Louisiana (TRS)

The TRS consists of three membership plans: Regular Plan, Plan A, and Plan B. The TRS provides retirement benefits as well as disability and survivor benefits. Ten years of service is required to become vested for retirement benefits and five years to become vested for disability and survivor benefits. Benefits are established and amended by state statute.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

The TRS issues a publicly available financial report that includes financial statements and required supplementary information for the TRS. That report may be obtained by writing to the Teachers' Retirement System of Louisiana, Post Office Box 94123, Baton Rouge, Louisiana 70804-9123, or by calling (225) 925-6446.

TRS Regular Plan members, Plan A members and Plan B members are required to contribute 8.0%, 9.1% and 5.0%, respectively, of their annual covered salary. The School Board is required to contribute at an actuarially determined rate. The current rate is 13.1% of annual covered payroll for the membership plans. Member contributions and employer contributions for the TRS are established by state law and rates are established by the Public Retirement Systems' Actuarial Committee. The School Board's employer contribution for the TRS, as provided by state law, is funded by the State of Louisiana through annual appropriations, by deductions from local ad valorem taxes, and by remittances from the School Board.

The School Board's contributions to the TRS for the years ending June 30, 2002, 2001, and 2000, were \$1,689,876, \$1,620,993 and \$1,717,693 respectively, equal to the required contributions for each year.

Louisiana School Employees' Retirement System (LSERS)

The LSERS provides retirement benefits as well as disability and survivor benefits. Ten years of service credit is required to become vested for retirement benefits and five years to become vested for disability and survivor benefits.

Benefits are established and amended by state statute. The LSERS issues a publicly available financial report that includes financial statements and required supplementary information for the LSERS. That report may be obtained by writing to the Louisiana School Employees' Retirement System, Post Office Box 44516, Baton Rouge, Louisiana 70804, or by calling (225) 925-6484.

Plan members are required to contribute 7.50% of their annual covered salary and the School Board is required to contribute at an actuarially determined rate. In previous years, the minimum employer contribution for LSERS has been greater than the actuarially required employer contribution, therefore, an employer credit currently exists in this retirement plan. Member contributions and employer contributions for the LSERS are established by state law and rates are established by the Public Retirement Systems' Actuarial Committee.

During the fiscal year ended June 30, 2002, 2001 and 2000, no employer contributions were required to be remitted to LSERS.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

11. POST-RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

The Concordia Parish School Board provides certain continuing health care and life insurance benefits for its retired employees. Substantially all of the School Board's employees become eligible for these benefits if they reach normal retirement age while working for the School Board. These benefits for retirees and similar benefits for active employees are provided through an insurance company or the State Employees Group Benefits Program, whose monthly premiums are paid jointly by the employee and by the School Board. The School Board recognizes the cost of providing these benefits (the board's portion of premiums) as an expenditure when the monthly premiums are due, which was \$2,205,605 for the fiscal year ending June 30, 2002. Of that amount, \$1,220,449 was for retiree benefits and there were 268 retirees participating in the insurance program.

12. LITIGATION AND CLAIMS

At June 30, 2002, the School Board is not involved in any lawsuits which would have a material effect on the financial statements nor is it aware of any unasserted claims.

13. RISK MANAGEMENT

The School Board is exposed to various risk of loss related to torts; theft of, damage to, and destruction of assets; and injuries to employees and others. To handle such risk of loss, the School Board maintains commercial insurance policies covering, automobile liability and medical payments, workers compensation, general liability, errors and omissions, and surety bond coverage on the superintendent. No claims were paid on any of the policies during the past three years which exceeded the policies' coverage amounts.

14. COMMITMENTS AND CONTINGENCIES

Grant Audit

The Concordia Parish School Board receives grants for specific purposes that are subject to review and audit by the Louisiana Department of Education. Such audits could result in a request for reimbursement for disallowed costs under the terms of the grant agreements. In the opinion of management, such disallowance, if any, would be insignificant.

15. SUBSEQUENT EVENTS

GASB 34 Implementation

In June 1999, The Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments. GASB Statement No. 34 established new financial reporting requirements for all state and local governments and consists of the following:

- A. Management Discussion and Analysis (MD&A) section providing an analysis of the government entity's overall financial position and results of operations.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
JUNE 30, 2002**

NOTES TO FINANCIAL STATEMENTS

B. Basic Financial Statements:

1. Government-wide financial statements prepared using the economic resources measurement focus and the accrual basis of accounting. These statements are designed to provide a broad overview of a government entity's finances, in a manner similar to private sector business.
2. Fund financial statements, consisting of a series of statements that focus on a government's major governmental funds, using the modified accrual basis of accounting, and enterprise funds, if any.
3. Notes to the financial statements that include various disclosures for the government-wide and fund financial statements to ensure that a complete picture is presented.
4. Required supplementary information, such as budgetary comparison schedules.

In addition, this new GASB statement requires depreciation expense to be reported in the government-wide financial statements. However, depreciation expense will not be reported in the Fund statements that use the modified accrual basis of accounting.

The Board will implement the general provisions of GASB Statement No. 34 for the fiscal year ending June 30, 2003.

16. ON-BEHALF PAYMENTS

The accompanying financial statements include on-behalf payments made by the Concordia Parish Tax Collector for \$102,941 and the State of Louisiana for \$12,823 to the Teacher's Retirement System of Louisiana for employee retirement benefits, as required by GASB Statement No. 24 *Accounting and Financial Reporting for Certain Grants and Other Financial Assistance*. The total amount of \$115,764 is recorded in the accounting system of the Concordia Parish School Board.

ADDITIONAL INFORMATION

SPECIAL REVENUE FUNDS

ELEMENTARY AND SECONDARY EDUCATION ACT FUNDS (ESEA)

Title I

Title I of the Elementary and Secondary Education Act (ESEA) is a program designed to improve the teaching and learning of children who are at risk of not meeting challenging academic standards and who reside in areas with high concentrations of children from low-income families. The program is federally financed, state-administered, and locally operated by the School Board. The activities supplement, rather than replace, state and locally mandated activities.

Title II

Title II of the Elementary and Secondary Education Act (ESEA) is a program by which the federal government provides funds to the School Board for projects that are designed to improve the skills of teachers and instruction in the areas of mathematics, science, computer learning, and foreign languages and to increase the accessibility of such instruction to all students.

Drug-Free Schools and Communities Act Fund

The Drug Free Schools and Communities Act (DFSCA) is a program by which the federal government provides funds to the School Board for the establishment, operation, and improvement of local programs of drug abuse prevention, early intervention, rehabilitation referral, and education in elementary and secondary schools.

Title VI

Title VI of the Elementary and Secondary Education Act (ESEA) is a program by which the federal government provides funds to the School Board a) to assist local educational reform efforts, b) to support efforts to accomplish the National Education Goals, c) to implement promising educational reform programs, d) to provide a continuing source of innovation and educational improvement, including support for library services and instructional and media materials, and e) to meet the special educational needs of at risk and high cost students.

Comprehensive School Reform Demonstration

The Comprehensive School Reform Demonstration (CSRD) program aims to raise student achievement by helping high-poverty, low-performing schools implement research-based comprehensive school reform programs.

ADULT EDUCATION FUND

The Adult Education Fund accounts for allotments of federal Adult Education State-Administered Program funds from the Louisiana Department of Education to provide adult education programs in the parish.

SPECIAL REVENUE FUNDS

SCHOOL LUNCH FUND

The School Lunch Fund accounts for operations of the school cafeterias. Funding is provided by federal and state grants-in-aid and charges for meals served.

SUMMER FOOD SERVICE FOR CHILDREN PROGRAM FUND

The Summer Food Service For Children Program is a program by which the federal government provides funds to the School Board to conduct food service for needy children during the summer months.

SALES TAX FUNDS

Sales Tax 80% Fund

The Sales Tax 80% Fund accounts for the monthly collection of the School Board's one percent parish sales tax. The fund also accounts for the use of the tax as follows: salaries and expenditures directly relating to the collection process, expenditures relating to retirement and group insurance programs, transfers to the Sales Tax 20% Special Revenue Fund, and transfers to other funds for the payment of salaries.

Sales Tax 20% Fund

The Sales Tax 20% Fund accounts for the portion (20 percent) of the parish sales taxes to acquire and improve land for building sites, purchases, erect and improve school buildings and other related facilities, acquire equipment and furnishings, provide educational supplies and equipment, and maintain instructional equipment.

Sales Tax 40% Fund

The Sales Tax 40% Fund accounts for the portion (40 percent) of the School Board's additional one percent parish sales taxes to supplement other revenues available for the payment of salaries of teachers and other personnel and for providing unemployment compensation benefits, retirement, and other insurance programs.

Sales Tax 60% Fund

The Sales Tax 60% Fund accounts for the monthly collection of the School Board's additional one percent parish sales tax. The fund also accounts for the use of the tax as follows: additional support for curriculum improvement and for improving, purchasing, and erecting school buildings and other related facilities and transfers to the Sales Tax 40% Special Revenue Fund.

SPECIAL REVENUE FUNDS

TECHNOLOGY CHALLENGE GRANT FUND

The Technology Challenge Grant Fund accounts for a federal grant to be used in preparing the educational community for "America 2000 and Beyond" – for teachers and students to become technologically skilled and comfortable in applying Information Superhighway resources for teaching and learning purposes by using electronic technology and networking to support professional development and instructional improvement in 5 parishes: Catahoula, Concordia, Franklin, Morehouse, and Tensas. It is geared toward students in grades 6-12.

READING EXCELLENCE ACT GRANT FUND

The Reading Excellence Act Grant Fund accounts for a federal competitive grant awarded to Ferriday Lower Elementary School and Ferriday Upper Elementary School. The grant objectives are to provide students with the readiness skills and support they need in early childhood to learn to read once they enter school; to teach every child to read by the end of the third grade; to improve instructional practices of teachers and other instructional staff in elementary schools; to expand high quality family literacy programs; and to provide early literacy intervention to reduce the number of children who are inappropriately referred to special education.

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
COMBINING BALANCE SHEET
SPECIAL REVENUE FUNDS
JUNE 30, 2002

SCHEDULE 1

	ASSETS							Total	
	ESEA (Schedule 3)	Adult Education	School Lunch	Summer Food Service Program	Sales Tax Funds (Schedule 5)	Technology Challenge Grant	Reading Excellence Act		
Cash and cash equivalents	\$ 4,041	\$ 1	\$ 642,880	\$ 610	\$ 1,788,611	\$ 110,923	\$ 2,750	\$ 2,438,893	
Receivables	234,287	35,801	30,104		334,936		93,780	839,831	
Due from other funds			38,448		37,338		754	76,540	
Inventory			20,106					20,106	
TOTAL ASSETS	\$ 238,328	\$ 35,802	\$ 731,538	\$ 610	\$ 2,160,885	\$ 110,923	\$ 97,284	\$ 3,375,370	
LIABILITIES AND FUND BALANCES									
LIABILITIES									
Accounts payable	\$ 22,228	\$ 1,273	\$ 468	\$	\$ 64,987	\$ 99,797	\$ 5,504	\$ 194,257	
Salaries payable	201,757	11,037	140,614		9,917	6,259	87,324	456,908	
Due to other funds	14,342	23,491	210	610	237,552	4,867	4,456	285,528	
Total Liabilities	238,327	35,801	141,292	610	312,456	110,923	97,284	936,693	
FUND BALANCES									
Reserved for inventory			20,106					20,106	
Unreserved - undesignated	1	1	570,140	-	1,848,429	-	-	2,418,571	
Total Fund Balances	1	1	590,246	-	1,848,429	-	-	2,438,677	
TOTAL LIABILITIES AND FUND BALANCES	\$ 238,328	\$ 35,802	\$ 731,538	\$ 610	\$ 2,160,885	\$ 110,923	\$ 97,284	\$ 3,375,370	

See Independent Auditor's Report.

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
COMBINING SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
SPECIAL REVENUE FUNDS
YEAR ENDED JUNE 30, 2002

SCHEDULE 2								
	ESEA (Schedule 4)	Adult Education	School Lunch	Summer Food Service Program	Sales Tax Funds (Schedule 6)	Technology Challenge Grant	Reading Excellence Act	Total
REVENUES								
Local sources								
Sales and use taxes	\$	\$	\$	\$	\$	\$	\$	\$ 3,103,331
Food services			192,943					192,943
Earnings on investments			7,853		36,326			44,179
Other revenue from local sources			2,140		432,283			434,423
State sources-unrestricted grants-in-aid			160,000					160,000
Federal sources								
Unrestricted grants-in-aid	73,660	4,776				53,837	8,906	141,179
Restricted grants-in-aid	1,531,421	102,745	1,410,301	14,191		1,704,022	188,394	4,951,074
Total Revenues	1,605,081	107,521	1,773,237	14,191	3,571,940	1,757,859	197,300	9,027,129
EXPENDITURES								
Current - Education								
Instruction								
Regular programs	544,847				150,679			695,526
Adult and continuing education programs		102,618						102,618
Other instructional programs	314,747				10,627	1,055,953	188,967	1,570,294
Support services								
Pupil support services								
Instructional staff services	552,509	1,356			25,724	378,912		811,220
General administration	942	300			358,734	231,631		359,976
Business services			5,806			10,383		16,189
Student transportation	9,555							9,555
Operations and maintenance of plant	70,168		45,730		746,351	27,143		889,392
Operations and non-instructional services								
Food services			1,710,035	13,581				1,723,616
Community services	39,371							39,371
Capital outlay								
Facilities acquisition and construction					31,616			31,616
Total Expenditures	1,532,139	104,274	1,761,571	13,581	1,323,731	1,704,022	188,967	6,626,285
EXCESS OF REVENUES OVER EXPENDITURES	72,942	3,247	11,666	610	2,248,209	53,837	8,333	2,398,844
OTHER FINANCING SOURCES (USES)								
Operating transfers in	538	1,131	170,660		1,849,166		573	2,022,068
Operating transfers out	(73,480)	(4,378)		(610)	(3,674,708)	(53,837)	(8,906)	(3,815,919)
Total Other Financing Sources (Uses)	(72,942)	(3,247)	170,660	(610)	(1,825,542)	(53,837)	(8,333)	(1,793,851)
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	-	-	182,326	-	422,667	-	-	604,993
FUND BALANCES, BEGINNING OF YEAR								
As previously reported	1	1	407,920	-	1,217,098	-	-	1,625,020
Prior period adjustment - Change in accounting principles					208,664			208,664
As restated	1	1	407,920	-	1,425,762	-	-	1,833,684
FUND BALANCES, END OF YEAR	1	1	590,246	-	1,848,429	-	-	2,438,677

See Independent Auditor's Report.

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
COMBINING BALANCE SHEET
ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) SPECIAL REVENUE FUNDS
JUNE 30, 2002

SCHEDULE 3

	Title I	Title II	DFSCA	Title VI	CSRD	Total
ASSETS						
Cash and cash equivalents	\$ 4,038	\$ 1	\$	\$ 1	\$ 1	\$ 4,041
Receivables	206,976	14,158	13,153			234,287
<u>TOTAL ASSETS</u>	<u>\$ 211,014</u>	<u>\$ 14,159</u>	<u>\$ 13,153</u>	<u>\$ 1</u>	<u>\$ 1</u>	<u>\$ 238,328</u>
LIABILITIES AND FUND BALANCES						
LIABILITIES						
Accounts payable	\$ 11,208	\$ 772	\$ 10,248	\$	\$	\$ 22,228
Salaries payable	187,046	12,722	1,989			201,757
Due to other funds	12,760	664	916	1	1	14,342
Total Liabilities	211,014	14,158	13,153	1	1	238,327
FUND BALANCES						
Unreserved-undesignated	-	1	-	-	-	1
<u>TOTAL LIABILITIES AND FUND BALANCES</u>	<u>\$ 211,014</u>	<u>\$ 14,159</u>	<u>\$ 13,153</u>	<u>\$ 1</u>	<u>\$ 1</u>	<u>\$ 238,328</u>

See Independent Auditor's Report.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) SPECIAL REVENUE FUNDS
COMBINING SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2002**

							SCHEDULE 4	
Title I								
	Title I	Carryover	Title II	DFSCA	Title VI	CSR	Total	
REVENUES								
Federal sources								
Unrestricted grants-in-aid	\$ 52,050	\$ 9,230	\$ 1,906	\$ 2,424	\$ 864	\$ 7,186	\$	73,660
Restricted grants-in-aid	1,079,499	192,037	38,386	49,381	25,759	146,359		1,531,421
Total Revenues	1,131,549	201,267	40,292	51,805	26,623	153,545		1,605,081
EXPENDITURES								
Current - Education								
Instruction								
Regular instructional programs	303,011	69,015	12,260		25,939	134,622		544,847
Other instructional programs	276,083	12,603		26,061				314,747
Support services								
Instructional staff services	403,285	87,623	26,126	23,738		11,737		552,509
General administration	942							942
Student transportation	9,435			120				9,555
Operations and maintenance of plant services	53,329	16,839						70,168
Operation of non-instructional services								
Community services	33,414	5,957						39,371
Total Expenditures	1,079,499	192,037	38,386	49,919	25,939	146,359		1,532,139
EXCESS OF REVENUES OVER EXPENDITURES	52,050	9,230	1,906	1,886	684	7,186		72,942
OTHER FINANCING SOURCES (USES)								
Operating transfers in				538				538
Operating transfers out	(52,050)	(9,230)	(1,906)	(2,424)	(684)	(7,186)		(73,480)
Total Other Financing Sources (Uses)	(52,050)	(9,230)	(1,906)	(1,886)	(684)	(7,186)		(72,942)
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	-	-	-	-	-	-		-
FUND BALANCES, BEGINNING OF YEAR	-	-	1	-	-	-		1
FUND BALANCES, END OF YEAR	-	-	1	-	-	-	\$	1

See independent Auditor's Report.

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
COMBINING BALANCE SHEET
SALES TAX SPECIAL REVENUE FUNDS
JUNE 30, 2002

SCHEDULE 5

ASSETS

	Sales Tax 80 Percent	Sales Tax 20 Percent	Sales Tax 40 Percent	Sales Tax 60 Percent	Total
Cash and cash equivalents	\$ 986,705	\$ 268,580	\$ 938	\$ 532,388	\$ 1,788,611
Receivables	199,509		135,427		334,936
Due from other funds	15,693	7,237		14,408	37,338
<u>TOTAL ASSETS</u>	<u>\$ 1,201,907</u>	<u>\$ 275,817</u>	<u>\$ 136,365</u>	<u>\$ 546,796</u>	<u>\$ 2,160,885</u>

LIABILITIES AND FUND BALANCES

LIABILITIES

Accounts payable	\$ 7,389	\$ 22,250	\$	\$ 35,348	\$ 64,987
Salaries payable	3,011			6,906	9,917
Due to other funds	210,878		26,674		237,552
Total Liabilities	221,278	22,250	26,674	42,254	312,456

FUND BALANCES

Unreserved - undesignated	980,629	253,567	109,691	504,542	1,848,429
Total Fund Balances	980,629	253,567	109,691	504,542	1,848,429

TOTAL LIABILITIES AND FUND BALANCES

	\$ 1,201,907	\$ 275,817	\$ 136,365	\$ 546,796	\$ 2,160,885
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See Independent Auditor's Report.

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
COMBINING SCHEDULE OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
SPECIAL REVENUE FUNDS
YEAR ENDED JUNE 30, 2002

SCHEDULE 6

	Sales Tax 80 Percent	Sales Tax 20 Percent	Sales Tax 40 Percent	Sales Tax 60 Percent	Total
REVENUES					
Local sources					
Sales and use taxes	\$ 1,553,696	\$	\$ 1,549,635	\$	\$ 3,103,331
Earnings on investments	21,210	5,161	1,148	8,807	36,326
Other revenue from local sources	432,283				432,283
Total Revenues	2,007,189	5,161	1,550,783	8,807	3,571,940
EXPENDITURES					
Current - Education					
Instruction					
Regular programs				150,679	150,679
Other instructional programs				10,627	10,627
Support services				25,724	25,724
Instructional staff services				358,734	358,734
General administration				517,107	517,107
Operations and maintenance of plant	358,734	229,244			746,351
Capital outlay					
Facilities acquisition and construction		23,507		8,109	31,616
Total Expenditures	358,734	252,751	-	712,246	1,323,731
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	1,648,455	(247,590)	1,550,783	(703,439)	2,248,209
OTHER FINANCING SOURCES (USES)					
Operating transfers in	672,236	288,644		888,286	1,849,166
Operating transfers out	(2,127,427)		(1,547,281)		(3,674,708)
Total Other Financing Sources (Uses)	(1,455,191)	288,644	(1,547,281)	888,286	(1,825,542)
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	193,264	41,054	3,502	184,847	422,667
FUND BALANCES, BEGINNING OF YEAR					
As previously reported	683,890	212,513	1,000	319,695	1,217,098
Prior period adjustment - Change in accounting principles	103,475	-	105,189	-	208,664
As restated	787,365	212,513	106,189	319,695	1,425,762
FUND BALANCES, END OF YEAR	\$ 980,629	\$ 253,567	\$ 109,691	\$ 504,542	\$ 1,848,429

See Independent Auditor's Report.

AGENCY FUNDS

SCHOOL ACTIVITY AGENCY FUND

The School Activity Agency Fund accounts for monies generated by the individual schools and organizations within the schools of the parish. While the school activity accounts are under the supervision of the School Board, they belong to the individual schools or their student bodies and are not available for use by the School Board.

SALES TAX AGENCY FUND

The Sales Tax Agency Fund accounts for the collection of sales taxes by the sales tax department of the Concordia Parish School Board on behalf of various taxing authorities located within the parishes of Catahoula, Concordia, East Carroll, Madison, Caldwell, LaSalle, and Tensas.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
SCHOOL ACTIVITY AGENCY FUND
SCHEDULE OF CHANGES IN DEPOSITS DUE OTHERS
YEAR ENDED JUNE 30, 2002**

SCHEDULE 7

School	Balance July 1, 2001	Additions	Deductions	Balance June 30, 2002
Ferriday Education Job Training	\$ -	\$ 4,804	\$ (4,112)	\$ 692
Ferriday Lower Elementary	24,969	55,018	(49,041)	30,946
Ferriday Upper Elementary	12,529	51,962	(48,432)	16,059
Ferriday Junior High	5,881	54,923	(49,998)	10,806
Ferriday High	55,661	102,543	(126,768)	31,436
Monterey High	58,024	175,061	(188,643)	44,442
Ridgecrest Elementary	3,991	19,434	(19,270)	4,155
Vidalia Lower Elementary	73,243	49,512	(44,826)	77,929
Vidalia Upper Elementary	11,265	68,561	(71,801)	8,025
Vidalia Junior High	25,615	61,705	(64,545)	22,775
Vidalia High	45,695	148,445	(139,390)	54,750
Totals	\$ 316,873	\$ 791,968	\$ (806,826)	\$ 302,015

See Independent Auditor's Report.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
SALES TAX AGENCY FUND
SCHEDULE OF CHANGES IN DEPOSITS DUE OTHERS
YEAR ENDED JUNE 30, 2002**

SCHEDULE 8

<u>Taxing Authority</u>	<u>Balance July 1, 2001</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 2002</u>
Catahoula Parish				
Police Jury	\$	\$ 1,532,741	\$ (1,532,741)	\$
School Board		1,066,509	(1,066,509)	
Town of Jena		690,481	(690,481)	
Town of Ferriday		1,363,310	(1,363,310)	
Concordia Parish				
Hospital Service District No. 1		388,321	(388,321)	
Police Jury		740,568	(740,568)	
School Board		3,095,435	(3,095,435)	
Town of Vidalia		1,244,967	(1,244,967)	
East Carroll Parish				
Police Jury		525,814	(525,814)	
School Board		1,526,560	(1,526,560)	
Caldwell Parish				
Citizens Medical Center		749,727	(749,727)	
Police Jury		1,428,950	(1,428,950)	
School Board		1,495,231	(1,495,231)	
Town of Columbia		157,958	(157,958)	
LaSalle Parish School Board		2,607,879	(2,607,879)	
Town of Lake Providence		310,834	(310,834)	
Tensas Parish				
Law Enforcement District		95,103	(95,103)	
Police Jury		655,893	(655,893)	
School Board		564,400	(564,400)	
Town of Newellton		103,286	(103,286)	
Town of Olla		196,958	(196,958)	
Town of Jonesville		107,809	(107,809)	
Town of Tallulah		92,722	(92,722)	
Town of St. Joseph		96,258	(96,258)	
Town of Waterproof		32,983	(32,983)	
Totals	\$ -	\$20,870,697	\$ (20,870,697)	\$ -

See Independent Auditor's Report.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
SCHEDULE OF COMPENSATION PAID BOARD MEMBERS
YEAR ENDED JUNE 30, 2002**

SCHEDULE 9

Johnnie L. Brown	\$ 4,200
Mary H. Campbell	4,200
Darrell Crofford	4,200
Mike Grantham, President	4,800
Donald Joseph	4,200
Martha Rabb	4,200
Ricky Raven	4,200
Raymond Riley	4,200
Ernest White	<u>4,200</u>
 Total	 <u>\$ 38,400</u>

See Independent Auditor's Report

The schedule of compensation paid to the school board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the School Board members is included in the general administrative expenditures of the General Fund. In accordance with Louisiana Revised Statute 17:56, the School Board members have elected the monthly payment method of compensation. Under this method, each member of the School Board receives \$350 per month, and the president receives \$400 per month for performing the duties of his office.

**SCHEDULE OF EXPENDITURES OF
FEDERAL AWARDS**

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2002**

			SCHEDULE 10
Federal Grantor/ Pass-through Grantor/ Program Name	Pass-through Entity Identification No.	CFDA Number	Expenditures
United States Department of Agriculture-			
Passed through Louisiana Department of Education-			
National School Lunch Program	None	10.555	\$ 932,154
School Breakfast Program	None	10.553	354,308
Summer Food Service Program for Children	None	10.559	44,324
Passed through Louisiana Department of Agriculture and Forestry-			
Food Distribution	None	10.550	93,706
Total United States Department of Agriculture			<u>1,424,492</u>
United States Department of Education-			
Direct assistance-			
Technology Innovation Challenge Grants	R303A980332-00 R303A980332-01	84.303	1,757,859
Passed through Louisiana Department of Education-			
Adult Education-State Grant Program	Various	84.002	35,110
Technology Literacy Challenge Fund Grants	280149-15	84.318	501
Title I Grants to Local Educational Agencies	Various	84.010	1,332,816
Special Education Grants to States - IDEA Part B	Various	84.027	374,129
Special Education-Preschool Grants	Various	84.173	41,765
Vocational Education-Basic Grants to States	Various	84.048	84,163
Innovative Education Program Strategies	02-00-15	84.298	26,623
Eisenhower Professional Development State Grants	02-50-15	84.281	40,292
Safe and Drug-Free Schools and Communities-State Grants	02-70-15-D	84.186	51,805
Reading Excellence Act	Various	84.338	197,300
Comprehensive School Reform Demonstration	01-T4-15-C	84.332	153,545
Class-Size Reduction Program	42005	84.340	184,145
Total United States Department of Education			<u>4,280,053</u>
United States Department of Health and Human Services-			
Passed through Louisiana Department of Education-			
Child Care and Development Block Grant-Starting Points Grant	Various	93.575	59,518
Passed through Louisiana Department of Social Services-			
Office of Family Support-			
Temporary Assistance for Needy Families-Project Independence	Various	93.558	182,447
Total United States Department of Health and Human Services			<u>241,965</u>
<u>TOTAL EXPENDITURES OF FEDERAL AWARDS</u>			<u>\$ 5,946,510</u>

Notes:

The schedule of expenditures of federal awards was prepared on the modified accrual basis of accounting. Note 1 to the financial statements provides additional information relative to the Concordia Parish School Board's accounting policies.

No federal funds were awarded to subrecipients during the year ended June 30, 2002.

See independent auditor's report.

**OTHER REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS
AND OMB CIRCULAR A-133**

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF GENERAL PURPOSE
FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***



PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF GENERAL PURPOSE
FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Concordia Parish School Board
Vidalia, Louisiana

We have audited the general purpose financial statements of the Concordia Parish School Board as of and for the year ended June 30, 2002, and have issued our report thereon dated December 10, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Concordia Parish School Board's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Concordia Parish School Board's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operations that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgement, could adversely affect the Board's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The reportable conditions are described in the accompanying schedule of findings and questioned costs as Finding 2002-01 through Finding 2002-04.

MARVIN A. JUNEAU, C.P.A.
H. FRED RANDOW, C.P.A.
ERNEST F. SASSER, C.P.A.

ROBERT L. LITTON, C.P.A.
ROBERT W. DYORAK, C.P.A.
REBECCA B. MORRIS, C.P.A.

MICHAEL A. JUNEAU, C.P.A.
JAMES N. BALLARD, C.P.A.
L. PAUL HODD, C.P.A.



1419 METRO DRIVE • P.O. BOX 13200 • ALEXANDRIA, LA 71315-3200

PH: (318) 443-1893 • FAX: (318) 443-2515 • WWW.PMHCPA.COM



PAYNE, MOORE & HERRINGTON, LLP

Concordia Parish School Board
Vidalia, Louisiana

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions, and, accordingly, would not necessarily disclose all reportable conditions that are considered to be material weaknesses. However, of the reportable conditions described above, we consider Finding 2002-01, 2002-02, 2002-03 and 2002-04 to be material weaknesses.

This report is intended solely for the information and use of the members of the Concordia Parish School Board, management of the School Board, federal awarding agencies, pass-through entities, and the Legislative Auditor's office of the State of Louisiana, and is not intended to be and should not be used by anyone other than these specified parties.


Certified Public Accountants

December 10, 2002

**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH
MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH OMB CIRCULAR A-133**



PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

**REPORT ON COMPLIANCE WITH REQUIREMENTS
APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

Concordia Parish School Board
Vidalia, Louisiana

Compliance

We audited the compliance of the Concordia Parish School Board with the types of compliance requirements described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the year ended June 30, 2002. Concordia Parish School Board's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the Concordia Parish School Board. Our responsibility is to express an opinion on the Concordia Parish School Board's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Concordia Parish School Board's compliance with those requirements and performing such other procedures as we consider necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Concordia Parish School Board's compliance with those requirements.

In our opinion, Concordia Parish School Board complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2002.

MARVIN A. JUNEAU, C.P.A.
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PH: (318) 443-1893 • FAX: (318) 443-2515 • WWW.PMHCPA.COM



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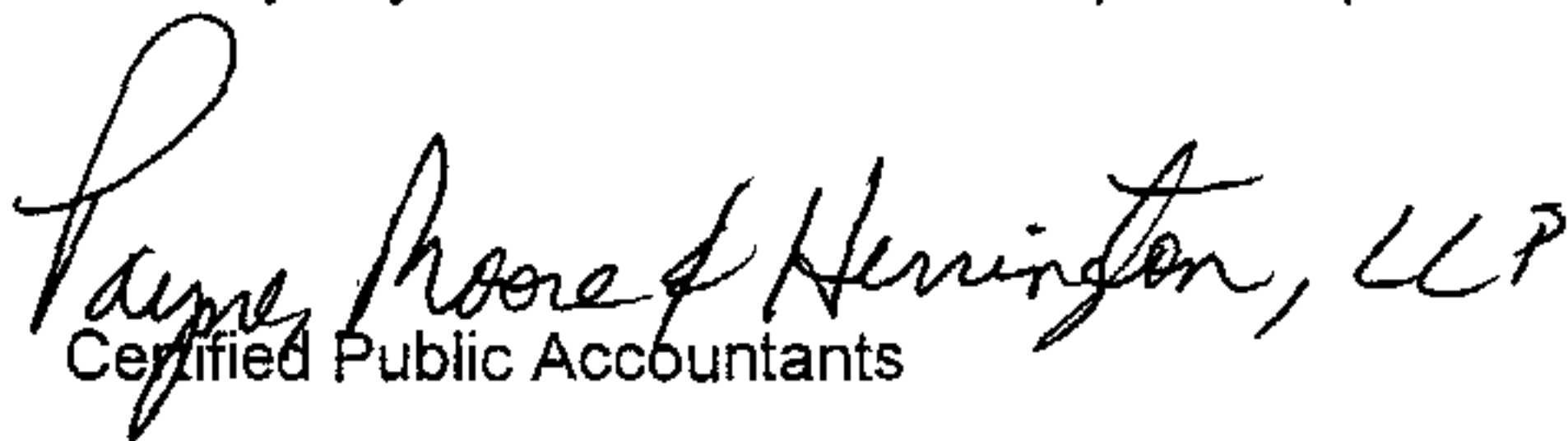
Concordia Parish School Board
Vidalia, Louisiana

Internal Control Over Compliance

The management of the Concordia Parish School Board is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered Concordia Parish School Board's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on the internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended solely for the information and use of the members of the Concordia Parish School Board, management of the School Board, federal awarding agencies, pass-through entities, and the Legislative Auditor's office of the State of Louisiana and is not intended to be and should not be used by anyone other than these specified parties.


Certified Public Accountants

December 10, 2002

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2002**

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:	Unqualified	
Internal control over financial reporting:		
Material weaknesses identified?	<u> X </u> yes	<u> </u> no
Reportable conditions identified that are not considered to be material weaknesses?	<u> </u> yes	<u> X </u> none reported
Noncompliance material to financial statements noted?	<u> </u> yes	<u> X </u> no

<i>Management's Corrective Action Plan</i>	<i>See attached</i>
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<i>Management's Summary Schedule of Prior Audit Findings</i>	<i>See attached</i>
---	----------------------------

Federal Awards

Internal control over major programs:		
Material weaknesses identified?	<u> </u> yes	<u> X </u> no
Reportable conditions identified that are not considered to be material weaknesses?	<u> </u> yes	<u> X </u> none reported
Type of auditor's report issued on compliance for major programs:	Unqualified	
Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?	<u> </u> yes	<u> X </u> no

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2002**

Identification of major programs:

<u>CFDA Numbers</u>	<u>Name of Federal Program or Cluster</u>
10.553, 10.555 and 10.559	Child Nutrition Cluster
84.303	Technology Innovation Challenge Grant
84.010	Title I Grants to Local Education Agencies
84.027 and 84.173	Special Education Cluster (IDEA)

Dollar threshold used to distinguish
between type A and type B programs:

\$ 300,000

Auditee qualified as low-risk auditee?

 yes x no

**SECTION II – FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED
TO BE REPORTED UNDER GOVERNMENT AUDITING STANDARDS**

FINDING 2002-01

MATERIAL ERRORS IN ACCOUNTING RECORDS

Criteria: The objectives of internal controls are to provide management with reasonable assurance that assets are safeguarded against loss and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America. In general, Louisiana political subdivisions must follow generally accepted accounting principles in the area of accounting and reporting. These principles are prescribed by the Governmental Accounting and Standards Board and provisions of state law (LSA-R.S 24:514).

Condition: The general fund trial balance and the accompanying records as presented to us for audit contained material errors in several accounts consisting of incorrect bank balances, interfund accounts, receivable accounts, and operating transfer accounts. Numerous year end adjusting entries were prepared and presented to management as a result of the audit to correct the account balances.

Effect: Due to the condition of the accounting records, reliable financial statements and related information could not be produced without significant adjustments.

Recommendation: Management should review on a monthly basis each fund's trial balance for obvious errors and omissions. In addition, we suggest that each month work papers be prepared and maintained to support the fact that interfund accounts and fund transfers agree with amounts as reported in the offsetting funds.

Management's response: See Management's Corrective Action Plan.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2002**

FINDING 2002-02

DEPOSIT OF FUNDS

Criteria: The objectives of internal controls are to provide management with reasonable assurance that assets are safeguarded against loss and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America.

Condition: During January, 2002, the School Board received a check from the Concordia Parish Sheriff representing ad valorem tax collections that exceeded \$2.2 million. The intent of management was to effectively deposit these funds in two separate banking institutions. The accounting clerk deposited a portion of the check in one bank and received a cashiers check in the amount of \$900,000 and immediately deposited this sum in a separate bank. In addition to inadequate controls relating to daily deposits, due to accounting errors, the deposit of \$900,000 was erroneously recorded twice within the general fund records. (See finding 2002-01 also).

Cause: The accounting clerk was not aware of proper internal control procedures and considered the practice as normal and customary.

Recommendation: We recommend that daily deposits be made intact. Accounting clerks responsible for making daily deposits should not be allowed to make partial deposits and receive a cashier's check for the balance of the funds. Management should immediately inform each banking institution to discontinue this practice.

Management's response: See Management's Corrective Action Plan.

FINDING 2002-03

ACCOUNTING FOR FIXED ASSETS

Criteria: The objectives of internal controls are to provide management with reasonable assurance that assets are safeguarded against loss and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America.

Furthermore, it is our understanding that Louisiana Revised Statute 24:515(B)(1) requires the head of every auditee subject to examination under the provisions of R.S. 24:513(A) to maintain records of land, buildings, improvements other than buildings, equipment, and any other general fixed assets which were purchased or otherwise acquired, and for which such entity is accountable. The records shall include information as to the date of purchase of such property or equipment, the initial cost, the disposition, if any, the purpose of such disposition, and the name of the recipient of such disposed property or equipment.

Condition: Although records of fixed assets are maintained, we noted that the records were incomplete and did not properly include current year acquisitions for new classrooms (buildings) for which construction was completed during the current year. Such amounts are material to the financial statements.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2002**

Recommendation: We recommend that the School Board comply with all aspects of the record keeping requirements of R.S. 24:515(B)(1) for future acquisitions of property and equipment and that existing records be updated to comply with these requirements.

Management's response: See Management's Corrective Action Plan.

FINDING 2002-04

ACCOUNTING FOR FEDERAL SPECIAL EDUCATION GRANTS

Criteria: The objectives of internal controls are to provide management with reasonable assurance that assets are safeguarded against loss and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America.

Condition: The School Board manages many of their federal award programs through the General Fund, including the Federal Special Education Grants. The general ledger is not departmentalized to give easy access to accounts for specific grant revenues and related expenditures.

Since the federal revenues are reported under separate account codes, tracing the revenues into the general fund (from grant requests for reimbursement) is a relatively easy task. However, revenues totaling \$27,653 were found to be unrecorded (\$23,334) or miscoded (\$4,318). Adjusting entries were proposed to correct this misstatement of revenues.

Tracing total related expenditures into the general ledger for special education grants is more complicated, since there are numerous accounts and many expenditures that are funded by general funds rather than federal grant funds. To identify the federal grant expenditures, in total, analysis was done to the FYE 6/30/02 Annual Financial and Statistical Report. Federal award programs are taken from the general fund and recorded in a separate column of the AFSR.

Review of the federal special education revenue and expenditures reported on the AFSR indicated that federal expenditures were equal to awards. Apparently, the only expenditures entered into the separate AFSR column were those relating to recorded revenues. Because of the unrecorded/miscoded revenue as noted above, the allocation of both federal special education revenues and expenditures were understated. Since the AFSR data is used to prepare the IDEA Part B Non-supplanting/Maintenance of Effort Verification, a report tested for single audit compliance, correct tracking of Federal Special Education expenditures in the AFSR is important.

Cause: For federal special education funds that are managed as part of the general fund, there does not appear to be a reconciliation at year-end of revenues and expenditures recorded in the financial records to requests for reimbursement submitted to grantor.

Recommendation: We recommend the following:

- Reconcile revenues and expenditures recorded in the financial records to requests for reimbursements for all state and/or federal award programs which are currently accounted for within the General Fund.

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2002**

- Establish separate special revenue accounting funds for each major federal program. Alternatively, departmentalizing the general fund would provide better access to accounts for specific grant revenues and expenditures.
- Take appropriate steps to insure accurate presentation of AFSR data.

Management's response: See Management's Corrective Action Plan.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.

MANAGEMENT'S CORRECTIVE ACTION PLAN

**CONCORDIA PARISH SCHOOL BOARD
MANAGEMENT'S CORRECTIVE ACTION PLAN
YEAR ENDED JUNE 30, 2002**

Concordia Parish School Board respectfully submits the following corrective action plan for the year ended June 30, 2002.

Independent Public Accounting Firm:

Payne, Moore & Herrington, LLP
P.O. Box 13200
Alexandria, LA 71315-3200

Audit period: July 1, 2001 to June 30, 2002

The findings from the year ended June 30, 2002 are discussed in the attached letter. The findings are numbered consistently with the number assigned in the report.

CONCORDIA PARISH SCHOOL BOARD

P. O. Box 950
Vidalia, Louisiana 71373-0950

Dr. Lester Peterman
Superintendent

Phone (318) 336-4226
FAX (318) 336-5875

December 11, 2002

Mr. Ernest F. Sasser, CPA
Payne, Moore & Herrington, LLP
P.O. Box 13200
Alexandria, Louisiana 71315-3200

RE: Management Corrective Action Plan

FINDING 2002-01 - MATERIAL ERRORS IN ACCOUNTING RECORDS

Criteria: The objectives of internal controls are to provide management with reasonable assurance that assets are safeguarded against loss and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America. In general, Louisiana political subdivisions must follow generally accepted accounting principles in the area of accounting and reporting. These principles are prescribed by the Governmental Accounting and Standards Board and provisions of state law (LSA-R.S 24:514).

Condition: The general fund trial balance and the accompanying records as presented to us for audit contained material errors in several accounts consisting of incorrect bank balances, interfund accounts, receivable accounts, and operating transfer accounts. Numerous year end adjusting entries were prepared and presented to management as a result of the audit to correct the account balances.

Effect: Due to the condition of the accounting records, reliable financial statements and related information could not be produced without significant adjustments.

Recommendation: Management should review on a monthly basis each fund's trial balance for obvious errors and omissions. In addition, we suggest that each month work papers be prepared and maintained to support the fact that interfund accounts and fund transfers agree with amounts as reported in the offsetting funds.

Management's response: In an effort to cover a vacancy created by the resignation of a key administrative person, we transferred the single remaining bookkeeper in the Accounting Department, other than our Chief Bookkeeper. As a result, we may have placed an undue hardship on our Chief Bookkeeper. After having been employed approximately one year, she is little more than in training herself. We will soon be making another appointment in our Accounting Department. At that time we will be able to provide our Assistant Business Director with a Schedule of Transfers by and between all funds. We believe that a monthly schedule such as this will assist her in reviewing all such transfers upon the monthly close and will eliminate or hold to a minimum such errors.

FINDING 2002-02 - DEPOSIT OF FUNDS

Criteria: The objectives of internal controls are to provide management with reasonable assurance that assets are safeguarded against loss and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America.

Condition: During January, 2002, the School Board received a check from the Concordia Parish Sheriff representing ad valorem tax collections that exceeded \$2.2 million. The intent of management was to effectively deposit these funds in two separate banking institutions. The accounting clerk deposited a portion of the check in one bank and received a cashiers check in the amount of \$900,000 and immediately deposited this sum in a separate bank. In addition to inadequate controls relating to daily deposits, due to accounting errors, the deposit of \$900,000 was erroneously recorded twice within the general fund records. (See finding 2002-01 also).

Cause: The accounting clerk was not aware of proper internal control procedures and considered the practice as normal and customary.

Recommendation: We recommend that daily deposits be made intact. Accounting clerks responsible for making daily deposits should not be allowed to make partial deposits and receive a cashier's check for the balance of the funds. Management should immediately inform each banking institution to discontinue this practice.

Management's response: As instructed, an attempt was being made to maintain an acceptable balance with our two financial institutions. We do concur that this is an incorrect method to accomplish that objective. There is a minor exception in our Revenue Division; however, in the future our general accounting personnel will not be allowed to make such partial deposits. Our financial institutions will be instructed to not accept any such deposits in the future.

FINDING 2002-03 - ACCOUNTING FOR FIXED ASSETS

Criteria: The objectives of internal controls are to provide management with reasonable assurance that assets are safeguarded against loss and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America.

Furthermore, it is our understanding that Louisiana Revised Statute 24:515(B)(1) requires the head of every auditee subject to examination under the provisions of R.S. 24:513(A) to maintain records of land, buildings, improvements other than buildings, equipment, and any other general fixed assets which were purchased or otherwise acquired, and for which such entity is accountable. The records shall include information as to the date of purchase of such property or equipment, the initial cost, the disposition, if any, the purpose of such disposition, and the name of the recipient of such disposed property or equipment.

Condition: Although records of fixed assets are maintained, we noted that the records were incomplete and did not properly include current year acquisitions for new classrooms (buildings) for which construction was completed during the current year. Such amounts are material to the financial statements.

Recommendation: We recommend that the School Board comply with all aspects of the record keeping requirements of R.S. 24:515(B)(1) for future acquisitions of property and equipment and that existing records be updated to comply with these requirements.

Management's response: In the preparation for future GASB requirements, we have made extensive gains. It would, however, appear that these gains have been at the expense of our general asset accounting. We will make a concerted effort to overcome this shortfall as rapidly as possible.

FINDING 2002-04 - ACCOUNTING FOR FEDERAL SPECIAL EDUCATION GRANTS

Criteria: The objectives of internal controls are to provide management with reasonable assurance that assets are safeguarded against loss and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with accounting principles generally accepted in the United States of America.

Condition: The School Board manages many of their federal award programs through the General Fund, including the Federal Special Education Grants. The general ledger is not departmentalized to give easy access to accounts for specific grant revenues and related expenditures.

Since the federal revenues are reported under separate account codes, tracing the revenues into the general fund (from grant requests for reimbursement) is a relatively easy task. However, revenues totaling \$27,653 were found to be unrecorded (\$23,334) or miscoded (\$4,318). Adjusting entries were proposed to correct this misstatement of revenues.

Tracing total related expenditures into the general ledger for special education grants is more complicated, since there are numerous accounts and many expenditures that are funded by general funds rather than federal grant funds. To identify the federal grant expenditures, in total, analysis was done to the FYE 6/30/02 Annual Financial and Statistical Report. Federal award programs are taken from the general fund and recorded in a separate column of the AFSR.

Review of the federal special education revenue and expenditures reported on the AFSR indicated that federal expenditures were equal to awards. Apparently, the only expenditures entered into the separate AFSR column were those relating to recorded revenues. Because of the unrecorded/miscoded revenue as noted above, the allocation of both federal special education revenues and expenditures were understated. Since the AFSR data is used to prepare the IDEA Part B Non-supplanting/Maintenance of Effort Verification, a report tested for single audit compliance, correct tracking of Federal Special Education expenditures in the AFSR is important.

Cause: For federal special education funds that are managed as part of the general fund, there does not appear to be a reconciliation at year-end of revenues and expenditures recorded in the financial records to requests for reimbursement submitted to grantor.

Recommendation: We recommend the following:

- Reconcile revenues and expenditures recorded in the financial records to requests for reimbursements for all state and/or federal award programs which are currently accounted for within the General Fund.

- Establish separate special revenue accounting funds for each major federal program. Alternatively, departmentalizing the general fund would provide better access to accounts for specific grant revenues and expenditures.
- Take appropriate steps to insure accurate presentation of AFSR data.

Management's response: We have for a number of years noted in our Consolidated Budget Narrative the need to address this issue. Although now in the discussion stage we do plan to add another bookkeeper to our accounting staff with such responsibilities. It is certainly our goal to gain a better control of the reimbursement process of such grant awards. This is sure to be accomplished by the future establishment of separate special revenue accounting funds.



Thomas H. O'Neal
Director of Business Affairs
December 11, 2002



Lester Peterman, Ed.D.,
Superintendent
December 11, 2002

**CONCORDIA PARISH SCHOOL
MANAGEMENT'S SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
AND OTHER COMMENTS AND RECOMMENDATIONS
YEAR ENDED JUNE 30, 2002**

FINDING 2001-01: MULTIPLE ACCOUNTS IN SCHOOL AGENCY FUNDS

Resolved.

FINDING 2001-02 COMPLIANCE WITH PROVISIONS OF CERTIFICATES
OF INDEBTEDNESS

Resolved.

FINDING 2001-03 COMPLIANCE WITH BUS DRIVERS' OPERATIONAL PAY
RATES

Resolved.

FINDING 2001-04 RECONCILIATION OF SUBSIDIARY RECORDS

Resolved.

FINDING 2001-05 REQUESTS FOR FUNDS SUBMITTED IN ERROR

Resolved.

FINDING 2001-06 CONTROLS ON AGENCY FUND COLLECTIONS

Resolved.

FINDING 2001-07 COMPLIANCE WITH PURCHASE ORDER PROCEDURES

Resolved.

FINDING 2001-08 GENERAL ACCOUNTING RECORDS

Resolved.

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CONCORDIA PARISH SCHOOL BOARD

AGREED UPON PROCEDURES REPORT ON SCHOOL BOARD PERFORMANCE MEASURES

JUNE 30, 2002

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copies from this
copy and PLACE
BACK in FILE)~~

~~Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.~~

Release Date _____

CONCORDIA PARISH SCHOOL BOARD

JUNE 30, 2002

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PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

**AGREED UPON PROCEDURES REPORT
ON SCHOOL BOARD PERFORMANCE MEASURES**

CONCORDIA PARISH SCHOOL BOARD

Independent Accountant's Report
On Applying Agreed-Upon Procedures

Concordia Parish School Board
Vidalia, Louisiana

We have performed the procedures included in the *Louisiana Governmental Audit Guide* and enumerated below, which were agreed to by the management of Concordia Parish School Board and the Legislative Auditor, State of Louisiana, solely to assist users in evaluating management's assertions about the performance and statistical data accompanying the annual financial statements of Concordia Parish School Board and to determine whether the specified schedules are free of obvious errors and omissions as provided by the Board of Elementary and Secondary Education (BESE). This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings relate to the accompanying schedules of supplemental information and are as follows:

General Fund Instructional and Support Expenditures and Certain Local Revenue Sources (Schedule1)

1. We selected a random sample of 25 transactions and reviewed supporting documentation to determine if the sampled expenditures/revenues are classified correctly and are reported in the proper amounts for each of the following amounts reported on the schedule:

- Total General Fund Instructional Expenditures,
- Total General Fund Equipment Expenditures,
- Total Local Taxation Revenue,
- Total Local Earnings on Investment in Real Property,
- Total State Revenue in Lieu of Taxes,

MARVIN A. JUNEAD, C.P.A.
H. FRED RANDOW, C.P.A.
ERNEST F. SASSER, C.P.A.

ROBERT L. LITTON, C.P.A.
ROBERT W. DYORAK, C.P.A.
REBECCA B. MORRIS, C.P.A.

MICHAEL A. JUNEAD, C.P.A.
JAMES N. BALLARD, C.P.A.
L. PAUL HOOD, C.P.A.





PAYNE, MOORE & HERRINGTON, LLP

Concordia Parish School Board
Vidalia, Louisiana

- Nonpublic Textbook Revenue, and
- Nonpublic Transportation Revenue.

One difference was noted during testing of twenty-five transactions. In addition, several journal entries affecting the above expenditures and revenues were made. Differences are as follows:

General Fund Instructional Expenditures

Other Instructional Staff Activities

Per CPSB report	\$ 1,008,373
Audit adjustment made to interfunds and for pay to substitute employees	<u>(2,227)</u>
Amount per Schedule 1	\$ 1,006,146

Employee Benefits

Per CPSB report	\$ 2,985,383
Audit adjustment made to interfunds	<u>(164)</u>
Amount per Schedule 1	\$ 2,985,219

Purchased Professional and Technical Services

Per CPSB report	\$ 138,011
Purchased Professional and Technical Services included in Other Instructional Activities	<u>4,142</u>
Amount per Schedule 1	\$ 142,153

Instructional Materials and Supplies

Per CPSB report	\$ 615,834
Audit adjustment made to reclassify expenditure paid for with state grant	<u>(5,458)</u>
Amount per Schedule 1	\$ 610,376



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Concordia Parish School Board
Vidalia, Louisiana

Other Instructional Activities	
Per CPSB report	\$ 84,498
Purchased Professional and Technical	
Services included in Other	
Instructional Activities	(4,142)
Audit adjustment for uniforms purchased	(1,824)
Amount per Schedule 1	\$ 78,532

Certain Local Revenue Sources

Constitutional Ad Valorem Tax	
Per CPSB report	\$ 1,201,630
Audit adjustment to correct double posting	(900,000)
Amount per Schedule 1	\$ 301,630

Education Levels of Public School Staff (Schedule 2)

2. We reconciled the total number of full-time classroom teachers per the schedule "Experience of Public Principals and Full-Time Classroom Teachers" (Schedule 4) to the combined total number of full-time classroom teachers per this schedule and to school board supporting payroll records as of October 1, 2001.

During testing of Schedule 5, it was discovered that librarians were included as part of classroom teachers. Because of this, the librarian full-time equivalent of 9.4 had to be subtracted from the total number of classroom teachers as shown on Schedules 2 and 4. The schedules have been changed to reflect this adjustment.

3. We reconciled the combined total of principals and assistant principals per the schedule "Experience of Public Principals and Full-Time Classroom Teachers" (Schedule 4) to the combined total of principals and assistant principals per this schedule.

No differences were noted.

4. We obtained a list of full-time classroom teachers, principals, and assistant principals by classification as of October 1, 2001 and as reported on the schedule. We traced a random sample of 25 teachers to the individual's personnel file and determined if the individual's education level was properly classified on the schedule.

No differences were noted.



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Concordia Parish School Board
Vidalia, Louisiana

Number and Type of Public Schools (Schedule 3)

5. We obtained a list of schools by type as reported on the schedule. We compared the list to the schools and grade levels as reported on the Title I Grants to Local Educational Agencies (CFDA 84.010) application and/or the National School Lunch Program (CFDA 10.555) application.

No differences were noted.

Experience of Public Principals and Full-Time Classroom Teachers (Schedule 4)

6. We obtained a list of full-time classroom teachers, principals, and assistant principals by classification as of October 1, 2001, and as reported on the schedule and traced the same sample used in procedure 4 to the individual's personnel file and determined if the individual's experience was properly classified on the schedule.

Three differences were noted. Two did not affect classifications on Schedule 4. The School Board recorded the experience level of one teacher as thirty-one years when actual experience was thirty-two years, and another teacher with twenty years experience was on record as having nineteen years experience. The third difference affected classifications on Schedule 4. A teacher with fourteen years experience was recorded as having only eleven. Schedule 4 has been changed to reflect these adjustments.

Also, librarians were included in calculation of full-time equivalents of classroom teachers on Schedule 5. The full-time equivalent of librarians was 9.4. The number of classroom teachers has been adjusted on Schedule 4 to reflect this change.

Public Staff Data (Schedule 5)

7. We obtained a list of all classroom teachers including their base salary, extra compensation, and ROTC or rehired retiree status as well as full-time equivalent as reported on the schedule and traced a random sample of 25 teachers to the individual's personnel file and determined if the individual's salary, extra compensation, and full-time equivalents were properly included on the schedule.

No differences were noted; all teachers' salaries were correct according to experience as recorded by Concordia Parish School Board; however, see Schedule 4 testing for differences in experience noted.



PAYNE, MOORE & HERRINGTON, LLP

Concordia Parish School Board
Vidalia, Louisiana

8. We recalculated the average salaries and full-time equivalents reported in the schedule.

One difference was noted. Librarians were included in calculation of classroom teacher's salaries. Librarian's salaries in the amount of \$294,048 were subtracted from average salaries. The amount was the same for average salary including and excluding extra compensation, as none of the librarians received extra compensation. The recalculated average salaries are shown on Schedule 5.

Also, the number of full-time equivalents for librarians was 9.4. This number was subtracted from previously reported 280.4 to arrive at a new full-time equivalent shown on Schedule 5.

Class Size Characteristic (Schedule 6)

9. We obtained a list of classes by school, school type, and class size as reported on the schedule and reconciled school type classifications to Schedule 3 data, as obtained in procedure 5. We then traced a random sample of 10 classes to the October 1, 2001, roll books for those classes and determined if the class was properly classified on the schedule.

One difference was noted. One class containing twenty-three students had been reported in the Louisiana Department of Education "Annual School Report" as having twenty-four students. However, this did not change its classification on Schedule 6.

Louisiana Educational Assessment Program (LEAP) for the 21st Century (Schedule 7)

10. We obtained test scores as provided by the testing authority and reconciled scores as reported by the testing authority to scores reported in the schedule by Concordia Parish School Board.

No differences were noted.



PAYNE, MOORE & HERRINGTON, LLP

Concordia Parish School Board
Vidalia, Louisiana

The Graduation Exit Exam for the 21st Century (Schedule 8)

11. We obtained test scores as provided by the testing authority and reconciled scores as reported by the testing authority to scores reported in the schedule by Concordia Parish School Board.

No differences were noted.

The Iowa Tests (Schedule 9)

12. We reported test scores as provided by the testing authority and reconciled scores as reported by the testing authority to scores reported in the schedule by Concordia Parish School Board.

No differences were noted.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of Concordia Parish School Board, the Louisiana Department of Education, the Louisiana Legislature, and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Payne, Moore & Herrington, LLP
Certified Public Accountants

December 19, 2002

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
GENERAL FUND INSTRUCTIONAL AND SUPPORT EXPENDITURES
AND CERTAIN LOCAL REVENUE SOURCES
YEAR ENDED JUNE 30, 2002**

Schedule 1

General Fund Instructional and Equipment Expenditures

General Fund Instructional Expenditures:
Teacher and Student Interaction Activities:

Classroom Teacher Salaries	\$ 8,610,574	
Other Instructional Staff Activities	1,006,146	
Employee Benefits	2,985,219	
Purchased Professional and Technical Services	142,153	
Instructional Materials and Supplies	610,376	
Instructional Equipment	<u>42,944</u>	
Total Teacher and Student Interaction Activities		\$ 13,397,412
Other Instructional Activities		78,532
Pupil Support Activities	803,640	
Less: Equipment for Pupil Support Activities	<u>4,200</u>	
Net Pupil Support Activities		799,440
Instructional Staff Services	676,147	
Less: Equipment for Instructional Staff Services	<u>-</u>	
Net Instructional Staff Services		<u>676,147</u>
Total General Fund Instructional Expenditures		<u>\$ 14,951,531</u>
Total General Fund Instructional Equipment Expenditures		<u>\$ 47,144</u>

Certain Local Revenue Sources

Local Taxation Revenue:

Constitutional Ad Valorem Tax	\$ 301,630
Renewable Ad Valorem Tax	3,671,007
Debt Service Ad Valorem Tax	-
Up to 1% Collections by Sheriff on Taxes Other than School Tax	102,941
Sales and Use Taxes	<u>-</u>
Total Local Taxation Revenue	<u>\$ 4,075,578</u>

Local Earnings on Investment in Real Property

Earnings from 16th Section Property	\$ 33,588
Earnings from Other Real Property	<u>-</u>
Total Local Earnings on Investment in Real Property	<u>\$ 33,588</u>

State Revenue in Lieu of Taxes:

Revenue Sharing- Constitutional Tax	\$ 16,020
Revenue Sharing- Other Taxes	124,676
Revenue Sharing- Excess Portion	-
Other Revenue in Lieu of Taxes	<u>-</u>
Total State Revenue in Lieu of Taxes	<u>\$ 140,696</u>

Non-Public Textbook Revenue

\$ -

Non-Public Transportation Revenue

\$ -

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
EDUCATION LEVELS OF PUBLIC SCHOOL STAFF
AS OF OCTOBER 1, 2001

Schedule 2

<u>Category</u>	<u>Full-Time Classroom Teachers</u>				<u>Principals & Assistant Principals</u>			
	<u>Certified</u>		<u>Uncertified</u>		<u>Certified</u>		<u>Uncertified</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
Less than a Bachelor's Degree	-	-	-	-	-	-	-	-
Bachelor's Degree	135	55.56	24	85.71	-	-	-	-
Master's Degree	57	23.46	4	14.29	5	29.42	-	-
Master's Degree + 30	49	20.16	-	-	9	52.94	-	-
Specialist in Education	2	0.82	-	-	1	5.88	-	-
Ph. D. or Ed. D.	-	-	-	-	2	11.76	-	-
Total	243	100.00	28	100.00	17	100.00	-	-

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
NUMBER AND TYPE OF PUBLIC SCHOOLS
YEAR ENDED JUNE 30, 2002**

Schedule 3

<u>Type</u>	<u>Number</u>
Elementary	5
Middle/ Jr. High	2
Secondary	2
Combination	1
Total	<u>10</u>

Note: Schools opened or closed during the fiscal year are included in this schedule.

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
EXPERIENCE OF PUBLIC PRINCIPALS AND FULL-TIME CLASSROOM TEACHERS
AS OF OCTOBER 1, 2001

Schedule 4

	<u>0-1 Yr.</u>	<u>2-3 Yrs.</u>	<u>4-10 Yrs.</u>	<u>11-14 Yrs.</u>	<u>15-19 Yrs.</u>	<u>20-24 Yrs.</u>	<u>25+ Yrs.</u>	<u>Total</u>
Assistant Principals			1			1	5	7
Principals				2	1		7	10
Classroom Teachers	14	23	52	24	32	33	93	271
Total	<u>14</u>	<u>23</u>	<u>53</u>	<u>26</u>	<u>33</u>	<u>34</u>	<u>105</u>	<u>288</u>

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
PUBLIC SCHOOL STAFF DATA
YEAR ENDED JUNE 30, 2002**

Schedule 5

	<u>All Classroom Teachers</u>	<u>Classroom Teachers Excluding ROTC and Rehired Retirees</u>
Average Classroom Teachers' Salary Including Extra Compensation	\$ 31,486	\$ 31,486
Average Classroom Teachers' Salary Excluding Extra Compensation	\$ 25,043	\$ 25,043
Number of Teacher Full-Time Equivalents (FTE's) used in Computation of Average Salaries	271	271

Note: Figures reported include all sources of funding (i.e., federal, state, and local) but exclude employee benefits. Generally, retired teachers rehired to teach receive less compensation than non-retired teachers and ROTC teachers receive more compensation because of a federal supplement. Therefore, these teachers are excluded from the computation in the last column. This schedule excludes day-to-day substitutes and temporary employees.

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
CLASS SIZE CHARACTERISTICS
AS OF OCTOBER 1, 2001

Schedule 6

School Type	Class Size Range									
	1-20		21-26		27-33		34+			
	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number
Elementary	78.07	%	210		21.93	%	59		-	%
Elementary Activity Classes	34.38		11		12.50		4		40.62	13
Middle/ Jr. High	55.92		118		40.28		85		-	-
Middle/ Jr. High Activity Classes	27.27		9		21.21		7		21.21	7
High	70.37		171		26.34		64		-	-
High Activity Classes	36.36		12		33.34		11		6.06	2
Combination	90.29		93		9.71		10		-	-
Combination Activity Classes	56.25		9		12.50		2		18.75	3

Notes:

The Board of Elementary and Secondary Education has set specific limits on the maximum size of classes at various grade levels. The maximum enrollment in grades K-3 is 26 students and maximum enrollment in grades 4-12 is 33 students. These limits do not apply to activity classes such as physical education, chorus, band, and other classes without maximum enrollment standards. Therefore, these classes are included only as separate line items.

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
LOUISIANA EDUCATIONAL ASSESSMENT PROGRAM (LEAP) FOR THE 21ST CENTURY
YEAR ENDED JUNE 30, 2002

Schedule 7

District Achievement Level Results	English Language Arts						Mathematics					
	2002			2001			2002			2001		
	Number	Percent		Number	Percent		Number	Percent		Number	Percent	
<u>Students</u>												
Grade 4												
Advanced	4	1.22	%	4	1.14	%	6	1.82	%	4	1.14	%
Proficient	52	15.81		33	9.43		19	5.78		26	7.43	
Basic	124	37.68		146	41.71		117	35.57		104	29.71	
Approaching Basic	114	34.65		97	27.71		90	27.36		108	30.86	
Unsatisfactory	35	10.64		70	20.01		97	29.47		108	30.86	
Total	329	100.00	%	350	100.00	%	329	100.00	%	350	100.00	%

District Achievement Level Results	Science						Social Studies					
	2002			2001			2002			2001		
	Number	Percent		Number	Percent		Number	Percent		Number	Percent	
<u>Students</u>												
Grade 8												
Advanced	2	0.80	%	-	-	%	-	-	%	1	0.37	%
Proficient	47	18.73		34	12.55		19	7.57		22	8.12	
Basic	89	35.46		116	42.80		120	47.81		131	48.34	
Approaching Basic	69	27.49		75	27.68		68	27.09		67	24.72	
Unsatisfactory	44	17.52		46	16.97		44	17.53		50	18.45	
Total	251	100.00	%	271	100.00	%	251	100.00	%	271	100.00	%

CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
THE GRADUATION EXIT EXAM FOR THE 21ST CENTURY
YEAR ENDED JUNE 30, 2002

Schedule 8

District Achievement Level Results	English Language Arts			Mathematics		
	2002		2000	2001		2000
	Number	Percent	Number	Number	Percent	Number
<u>Students</u>						
Grade 10						
Advanced	3	1.43 %	1	5	1.98 %	5
Proficient	23	10.95	26	21	8.33	15
Basic	90	42.86	84	84	33.33	72
Approaching Basic	54	25.71	63	58	23.02	30
Unsatisfactory	40	19.05	46	84	33.34	98
Total	210	100.00 %	220	252	100.00 %	220

District Achievement Level Results	Science			Social Studies		
	2002		2000	2001		2000
	Number	Percent	Number	Number	Percent	Number
<u>Students</u>						
Grade 11						
Advanced	1	0.50 %	-	-	0.01 %	-
Proficient	13	6.47	9	9	4.50	9
Basic	60	29.85	61	61	30.50	61
Approaching Basic	53	26.37	Not Applicable	58	29.00	Not Applicable
Unsatisfactory	74	36.81	Not Applicable	72	35.99	Not Applicable
Total	201	100.00 %	200	200	100.00 %	200

**CONCORDIA PARISH SCHOOL BOARD
VIDALIA, LOUISIANA
THE IOWA TESTS
YEAR ENDED JUNE 30, 2002**

Schedule 9

	Composite		
	2002	2001	2000
Test of Basic Skills (ITBS)			
Grade 3	51	50	48
Grade 5	44	45	36
Grade 6	48	40	44
Grade 7	42	44	42
Tests of Educational Development (ITED)			
Grade 9	43	42	38

Scores are reported by National Percentile Rank. A student's National Percentile Rank shows the student's relative position or rank as compared to a large, representative sample of students in the same grade from the entire nation. A student with a score of 72 indicates that the student scored the same or better than 72 percent of the students in the norm group.